

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF MANUAL 23-110, VOLUME 2, PART 2, CHAPTER 9**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



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**Supply**

**REQUISITIONING**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 9, is supplemented as follows:**

This publication does not apply to the Air National Guard or Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision requires bases to notify HQ AETC/LGS when fund requirement cards (FRC) are suppressed (paragraph 9.6.1) and adds the requirement to establish specific off-line requisition serial numbers for T-38C Avionics Upgrade Program (AUP) assets (Table 9C2.1). A ★ indicates revision from the previous edition.

**9.1.5. (Added)(AETC) Reporting.** Use ASNUD scripts to the fullest extent possible instead of QLP/SURGE and as-required reports.

9.5. Supply will accept and process orders for General Services Administration (GSA) materiel that directly support weapon systems when these items are identifiable within the applicable technical order. Customers must order all other GSA-managed items via the web using GSA advantage or by contacting the regional GSA customer supply center. **EXCEPTION:** Civilian contractors who support Department of Defence (DoD) contracts and are not authorized a government purchase card (GPC) may continue to purchase nonadministrative or janitorial GSA products through the supply system.

★9.6.1. Notify HQ AETC/LGS when fund requirement cards (FRC) are suppressed due to lack of obligation authority.

9.11.1. Use AF Form 9, **Request for Purchase**, to procure local purchase (JBB/JBH) requisitions not meeting the GPC buy criteria. However, use DD Form 1348-6, **DoD Single Line Item Requisition**

**System Document**, to process all NF purchases requiring EAID or R15 accountability through supply.

9.14.4. If removal is for an initial or new special purpose recoverables authorized maintenance (SPRAM) requirement, forward the request to HQ AETC/LGSWE for approval and submission to the system program director.

9.151.1. Before submitting unresolved supply discrepancy reports (SDR) to HQ AETC/LGSP, stock control personnel will perform the following actions:

9.151.1.1. On SDRs sent to Defense Logistics Agency (DLA) centers or distribution depots, contact the appropriate points of contacts listed in the DLA customer assistance handbook.

9.151.1.2. On SDRs sent to GSA activities, call 1-800-488-3111.

9.151.1.3. On SDRs that only request credit or debit to the stock fund, run a consolidated transaction history (CTH) inquiry on the requisition number to determine if the requested action was taken. If the CTH inquiry shows the proper credit or debit financial transaction, use the inquiry as justification to close the SDR.

**NOTE:** If the SDR still remains unresolved after performing these actions, forward the SDR with the following information or data to HQ AETC/LGSP: personnel contacted, phone numbers, and any documentation received on the unresolved SDR.

**9.169. (Added)(AETC) Forms Adopted.** AF Form 9 and DD Form 1348-6.

★Table 9C2.1. Use off-line requisition serial numbers 9800-9850 to receipt for all T-38C Avionics Upgrade Program (AUP) assets.

JOHN C. CULPEPPER, Colonel, USAF  
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